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Weekly Report for Week Ending 14 October 1959
from
Records Maintenance
and
Disposition

1. Contributions

- a. All filing equipment has been received and installed and the filing system completed in SR/DDP. Revamping of the file system provided additional working and filing space and released two card safes for return to stock. [redacted]

25X1

2. Assignments

25X1

a. Shelf Filing [redacted]

- (1) OP/Records and Services/Test Installation
- (2) OO/Contact Division [redacted]
- (3) Office of Security/Building 13
- (4) OTR/Assessment and Evaluation Staff
- (5) OTR/Operations School/Headquarters Training

25X1

25X1

- (6) [redacted]
- (7) Office of Communications/TTT Staff
- (8) ORR/Map Library

No change since previous report.

b. Filing Systems

25X1

- (1) SR/DDP [redacted]

Filing equipment installed and system completed.
Project completed (see 1a).

- (2) Master Index to Subject Filing Handbook [redacted]

25X1

- (3) Watch Office [redacted]

25X1

- (4) General Counsel [redacted]

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[redacted] informed us that clerical and training assistance was obtained from another office in the

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Agency. Therefore, our help in setting up a mailing list will not be required. Project being dropped.

c. Records Control Schedules

(1) Executive Registry 25X1

Revised schedule has been referred to ARO, 25X1
for review.

25X1

(2) FI Staff

25X1

(3) OCI

(4) Physical inventory of the Support Staff/OCI records has been accomplished. The portion of the schedule covering those records is being revised.

25X1

Work on the schedule continues.

d. Special Projects

25X1

(1) SSA/DDS

Recommendations for a cleanup and reorganization of files have been submitted.

(2) DDP/Support Records 25X1

No change since previous report.

(3) Predecessor Agency Records 25X1

Inventory being reviewed to identify records of permanent value.

(4) Refresher Training Workshops in Filing 25X1

This project transferred 25X1
transfer from the Staff.

(5) Revision of Notices of Filing Equipment and Supplies 25X1

Revised draft of notice prepared.

(6) Bulletin on Records Center and Revised Form 140 25X1

(7) Records Center Article for Support Bulletin 25X1

(8) Follow up on Unused Safes 25X1

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25X1

- (9) Office of Logistics/Real Estate and Construction
Division []

A records management survey was begun on 12 October 1959 in the Office of the Chief. Purpose of survey is to determine the adequacy of information being acquired on Real Estate holdings and to assist the Division with implementing better records management practices.

- (10) Report on TDY []

25X1

Draft of a two-part report completed.

25X1

- (12) Transfer of Certain Captured German Documents from
State Department and National Archives to CIA

- (13) Records of President's Advisory Committee on Political
Refugees

FDR Library does not have these records. []
has been so informed. He is now interested in deter-
mining what finding aids are available to holdings of
the FDR Library.

25X1

e. Vital Materials

[]
of Security Office visited the Repository. The OSI
representatives inspected deposits of Nuclear Energy
Division and authorized destruction of $1\frac{1}{2}$ cu. ft. of
obsolete materials.

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[] the Record
Center and inspected vital materials deposits for Security
Office. He felt that a revision should be made to the
Security VM schedule.

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f. Microfilming

OCR/IR continues

OCR/GR continues

OO/Contacts Division completed.

g. Training

25X1

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3. News

25X1 [] transferred to the Office of Personnel effective 14 October.

25X1 The Staff attended a lecture on Records Disposition given by [] and a brief resume of [] overseas assignment.

25X1

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Forms Management Branch
 Weekly Report
 14 October 1959

1. Contributionsa. Tangible

- (1) Completed 35 actions requiring the printing of 1,499,100 copies or sets of forms.
- (2) Eight new and 5 revised forms were approved.
- (3) Two forms were obsoleted.

b. Intangible

- (1) Exposed Mishandling of Form 1299.

To expedite printing of this form, the OPI removed the security classification and authorized printing by an unclassified printer. We discovered this after the form had been printed and immediately met with the principals involved, OS, PSD/OL, AD/OL and the OPI with the following results.

1. Logistics Security Officer will try to retrieve all outstanding Form 1299's and related papers from GPO and the printer.
2. The OPI will cable the field telling them to stamp SECRET on all Form 1299's at the Station. They will also inform CIC, the principal users that it should have been pre-classified.
3. The OPI will take immediate steps to have the form completely revised so that it bears no resemblance to the blown form.
4. PSD/OL will review forms requested for printing outside CIA. Any forms which are determined questionable will be forwarded to the Logistics Security Officer for decision.

2. Assignmentsa. Active(1) Forms Analysis Projects

25X1

	<u>New</u>	<u>Revised</u>	<u>Total</u>
	1	1	2
	-	2	2
	3	7	10
	1	1	2
	3	2	5

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(2) Employee Suggestions

Analyst

25X1

1

(3) Teletype Dissemination Information Reports and Systems [] 25X1

(4) Revision of Dispatch Forms [] 25X1

The Report was returned to us by [] Have discussed 25X1
it with [] More on this next week.

(5) Improved Management of Stocked Forms.

(6) Uniform Information Report [] 25X1

(7) Revision of Courier Receipt and Log Record [] 25X1

(8) Improvement of Quality of Information Reports Production []

Due to an alleged incompatibility of carbon backed copies of Information Reports with Thermofax and the continuing need to reproduce copies by Thermofax by 6 field stations, the Chief FE Division requested permission to send carbon interleaved Report Forms to the field. We have asked a Thermofax representative to test this incompatibility. Our own tests confirmed allegation of Chief, FE.

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(9) Proposed Revision of Security Officer Check List - Security Check Sheet Holder []

(10) "A" Forms Improvement Workshop [] 25X1

I have been preparing the "Workshop" for presentation at the 16 October RMS Staff Meeting.

(11) Revision of Form 30 [] 25X1

(12) Pseudo-Crypto Request Form [] 25X1

(13) Joint CS-JCS Plan Form [] 25X1

b. Inactive

Expediting Printing of Information Reports [] 25X1

Project Inactive pending the testing of forms by PSD/OL. 25X1

~~3 News~~

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REPORT FOR WEEK ENDING 14 OCT. 1959

25X1

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1. Briefed [redacted] new ARO for ORR, on the overall Records Management Program concept, development, administration.
2. Presented the 'A Workshop' on Records Disposition to the RMS.
3. Developed an outline and selected visual aids for a Records Disposition 'B Workshop,' based on the material developed by GSA.

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4. Prepared the final evaluation report on the on-the-job training of [redacted]

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